

<<<<Insert Your Company Letterhead/Logo>>>>

## EMPLOYMENT REFERENCE

**Form Ref: IDU8/2018**  
**Strictly Private and Confidential**

**Name**  
**Address**

**[DATE]**

Dear Sir

**Re [Name]: ..... NI Number: ..... Date of Birth: .....**

The above named has applied to **[SPONSORING COMPANY NAME]** for the position of **[POSITION]** and has given us permission to contact you for a reference. He/she has advised us that he/she was employed with your company from **[DATE]** to **[DATE]**

I would therefore be grateful if you would complete the attached questionnaire and return it to me as soon as possible. This information will be required to secure an identity pass and information will be shared with Belfast International Airport and possibly with the control authorities.

Would you please authenticate your reply by using your company stamp in the space provided, or by attaching a compliment slip/headed paper.

**Please return this page along with the reference.**

You may be contacted by the Belfast International Airport Security Team to verify this reference.

We may not be able to offer employment unless this reference is returned and verified, therefore an early reply would be appreciated.

May I thank you in anticipation of your co-operation in this matter and assure you that your reply will be treated in the strictest confidence.

Yours faithfully

**Name** \_\_\_\_\_

**Position in Company** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**EMPLOYMENT REFERENCE**

Applicants Details	
Requested by (Position)	
Applicants Name	
D.O.B	
NI Number	

Applicants Details	
Please confirm the specific dates when the applicant was employed by your company	From: ____/____/____ Day month year  To: ____/____/____ Day month year
Are you related to the applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you co-habit with the applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
In what capacity was the applicant employed? (more than 20 hours per week)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was the employment on a full time basis?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was the employment on a contractual basis?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If employment was contractual, how regularly did the applicant work?	
Would you re-employ the applicant? (if no please give details)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving?	

To the best of your knowledge, is there anything known about the person named in this reference which suggests a lack of integrity or otherwise reflects adversely upon their suitability to hold an airport security identity pass allowing them access to sensitive areas of Belfast International Airport?

❖ Please state **Yes** or **No**. \_\_\_\_\_.

If you answered 'Yes' please provide the reason/s:

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If a company stamp is being used, please stamp in the box below.

<b>Company Stamp</b>
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If a covering letter is being submitted, please ensure that it is on company headed paper, and attach it to the back of the reference

<b>Authorised By (Pass Office Staff Print Name)</b>	<b>Signed</b>	<b>Date</b>

Referee Details	
Company/Organisation Name	
Address	
Email	
Telephone Number	
Fax Number	
Mobile Number	
Print Name	
Job Title	
Signature:	
Date:	

***FOR AUDIT USE ONLY WHERE APPLICABLE***

<b>Form Audited By</b>	
<b>Date</b>	
<b>Signed</b>	